



Request For Proposals

2024 Transportation Master Plan

General Overview

Woods Cross City is seeking proposals to create a Transportation Master Plan (TMP). The TMP is intended to provide a comprehensive, long-term transportation vision for the City and will serve as a guiding document for improvements to local and regional roadways and multi-modal transportation networks. The central purpose of the TMP is to develop a transportation system that accommodates new and existing development, provides safe and efficient access for all ages and abilities, and promotes public health and quality of life.

The TMP will allow the City to become more strategic with existing and future transportation network investments and improve mobility, access, and utilization while considering vehicular and pedestrian safety, convenience, and general access needs. The TMP will also recognize evolving technology and future trends in transportation systems.

The development of this Plan will include three central components: a Transportation Master Plan, a Traffic Capital Facilities Plan (CIP), and an Active Transportation Plan (ATP). The selected firm will work with the City's financial analyst to complete a road user fee analysis as part of developing the Plan.

This Request for Proposals ("RFP") is part of a competitive procurement process that provides qualified consultants with a fair opportunity for their commodities and services to be considered and to provide information concerning their expertise and experience in providing similar services to other customers. The RFP process provides a competitive negotiation platform wherein price or cost is not the sole determinative factor. This process, designed to best serve the interests of the City, allows the flexibility to negotiate with interested, qualified consultants.

City Highlights and Demographics

The City is growing steadily, with substantial increases in housing offerings in the last 10 years and new prospective Residential and Commercial developments within 500 S and Redwood Road corridor (North West quadrant). This growth has impacted current transportation planning resources and has identified a need to further clarify and strategically plan to proactively address transportation. The trends and characteristics that the TMP is intended to address, but are not limited to:

- Population growth and demographic shifts;
- Community development patterns;

- Interest in alternative mobility options both locally and regionally;
- Maintaining long-term roadway durability and general roadway maintenance planning;
- Increasing concerns about traffic congestion, particularly along the main arterials (500 South, Redwood Road, and Highway 89), and the limited options for widening and/or incorporating additional roadways due to right-of-way and funding constraints;
- Concerns about traffic levels and speeding in neighborhoods and
- Desires for active transportation and recreation opportunities.

Project Background

A well-planned and coordinated transportation network is vital to the City's long-term fiscal health and ensures the continued viability of community character, growth, and general prosperity. The TMP will help address the challenges of facilitating mobility and access strategically, within the reasonable fiscal constraints of the City's budget and limitations of state and federal funding available, and in a way that is responsive to anticipated growth and demographic changes. The TMP will be coordinated with regional plans and investments to provide equitability and support for all community segments. With influence from other guiding documents, the TMP will outline the City's vision for its ultimate transportation system, policies to support that system, and prioritization of capital projects with an anticipated timeline for completion.

Although Woods Cross City does not currently have an adopted comprehensive TMP, the City does have several adopted plans that will help inform the TMP process. The following information will be provided to the selected consultant:

1. General Plan – Chapter 3: Transportation, 2022;
2. UDOT Corridor Access Agreement, as amended;
3. Analysis and Recommendation for Street Network, Utah LTAP, 2020;
4. Station Area Plan, Creation in Progress;
5. Traffic Capital Facilities and Impact Fee Plan, 2012.

General Scope of Services and Deliverables

The draft scope of work outlined below provides guidance to consultant teams by outlining the major elements the City has identified for this effort. The City encourages innovative and thoughtful proposals that demonstrate an understanding of the tasks outlined as well as other potential creative and forward-thinking ideas and tasks that may be beneficial to incorporate during the work plan finalization task. The City foresees the need for a range of deliverables with an emphasis on visual materials that can be easily understood and accessed by a wide range of audiences. For each task below, a preliminary plan for possible outreach will be jointly detailed during the work plan finalization and drafting of the public engagement plan. The following is an anticipated general scope of work. Proposals should expand on these items and/or propose other matters to be considered. The final deliverables will include an updated and revised Transportation Master Plan that addresses the current and unique challenges of physical barriers, rapid growth, network-wide safety, and networks for all transportation users:

1. Travel demand model and maps using the WFRC Traffic Demand Model;

2. Development of traffic impact study guidelines;
3. Documented complete street guidelines;
4. Align with Wasatch Choice Vision;
5. Access management information and maps;
6. Updated roadway standards and traffic calming measures;
7. Active transportation Plan;
8. Develop a Capital Improvement Plan (CIP) that identifies and prioritizes projects;
9. Review existing plans/information;
10. Collect and analyze data from sources such as the City, Utah Department of Transportation(UDOT) and Wasatch Front Regional Council (WFRC);
11. Identifying long-term transportation goals, objectives, and policies;
12. Assessment of the existing system (strengths, weaknesses, opportunities);
13. Establishing needs, classifications, and standards (curbs, gutters, bike lanes, etc.);
14. Evaluate access management and spacing needs;
15. Forecast future transportation demands based on population growth, land use changes, Account for growth in the northwest quadrant of the City, etc.;
16. Provide a layout for a street system that maintains an acceptable level of service and efficient circulation and movement of traffic at build-out;
17. Recommend right-of-way widths for existing and future corridors for build-out conditions, as well as vehicle loading (Equivalent Single Axle Load (ESALs) or equivalent) in high-use, traffic areas;
18. Collect traffic count information from UDOT and/or WFRC;
19. Obtain new traffic count data for up to 10 locations AM/PM peak hour turning movements counts;
20. Define and identify levels of service for existing and proposed streets and determine the excess capacity of existing streets;
21. Prepare a Road Utility Fee analysis that shows calculated costs of increasing Road Service Life Citywide;
22. Propose city ordinances and policies to improve existing transportation development and maintenance;
23. Coordinate with the City's financial analyst to prepare the road user fee analysis;
24. The TMP and ATP will document robust public engagement and outline strategies for involving the community, WFRC, and UDOT in the development of the Plan. They will engage and consider users of the transportation system by coordinating with these users through public meetings and social media tools to ensure that transportation investments are consistent with the community's overall goals. They will:
 - Seek public input: the project will include a robust public engagement process with specific strategies and actions that ensure meaningful public engagement, partnerships, and collaboration.
 - There will be two open house events. The first open house event will be held at the beginning of the assessment process. The second event will be to share and gather feedback from the public about assessments and potential capital projects.
25. These elements will be in coordination with the City's General Plan and Trails Master Plan to create a cohesive set of planning documents and to develop and prioritize projects on a Capital Improvements List.

Transportation Master Plan

The overall goal is to develop a 20-year measurable blueprint for improving the City's transportation system and address key mobility needs to provide better travel choices for residents and visitors.

The TMP must take into consideration how the City can make better-informed decisions regarding transportation investments and the impacts of those investments on mobility improvements, land use, and place creation. The Plan will provide a vision and guidance for City employees, developers, and residents on the future of transportation in Woods Cross. The following components are anticipated to be addressed through plan development:

- **Regionalism** - Consider Woods Cross's role and collaboration in a fast-growing region, especially in relation to transportation and transit, roadway congestion and expansion, jobs-housing variables, commuter trends, etc.
- **Livable Neighborhoods** - Enhancing community livability, including improving health and safety, infrastructure upgrades, and neighborhood traffic safety.
- **Mobility** - Developing a framework for community mobility through safe, accessible multi-modal options while addressing congestion and creating a balanced transportation system.
- **Transportation Equity** - Encouraging transportation choices and access across modes and demographics in all transportation decisions.
- **Technology and Connectivity** - Identifying and planning for emerging technologies or potential social changes, such as autonomous vehicles, smart grids, intelligent transportation technology, increasing automation, and envisioning how technology can enable better connectivity and interaction with local government and support various community priorities.
- **Public Engagement** - Implementing an innovative and inclusive public outreach and engagement strategy. City staff will be key partners in all public engagement efforts.
- **Partnerships** - Cultivating new and existing partnerships, locally and regionally, for better communication, efficiencies, and support.
- **Strategic Implementation** - Development of implementation criteria across all areas of the City's multi-modal transportation system -- including short-term, mid-term, and long-term needs with phasing and funding – while addressing gaps and eliminating overlaps.

Capital Improvement Plan (CIP)

The Capital Improvement Plan (CIP) will show the future transportation investment needed in the community. The intent is to enhance existing transportation corridors and plan for spot improvements to provide future residents of the community with a high-quality transportation system. The CIP is being developed to allow the City to properly plan and budget for essential existing and future transportation needs. The CIP is intended to inventory major roadway needs for installation and maintenance. This should include long-range planning, identification of possible funding and revenue sources as well as goals and policies in anticipation for the arrival of new developments, services, and facilities.

The CIP will evaluate the condition of and identify the need for improvements to all facets of transportation, including:

- **Traffic Capacity** - The ability of the existing roadway facilities to accommodate existing and future traffic needs.
- **Traffic Signals** - Evaluation of existing future intersections to meet current and future standards for traffic conveyance and pedestrian safety.
- **Traffic Calming** - Considerations concerning the different types of traffic calming devices.

- **Truck Routes** – Review and evaluate current truck route designations.
- **Railroad Crossings** - Evaluation of current and future railroad crossing needs.
- **Funding Opportunities** – Review CIP and provide funding options, including a Road User Fee to increase Road Service Life citywide by 1, 2, and 3 years

Active Transportation Plan (ATP)

The City is completing an active transportation plan to foster active living and improve active transportation corridors by planning for and providing safe and viable options for pedestrian and bicycle travel. This is intended to enhance the master transportation elements of the City's adopted General Plan and to consider active transportation for both "North to South" and "East to West" directional transportation corridors. This Plan will work in conjunction with the Davis County Active Transportation Plan.

This project is being completed as part of the TMP to ensure that as the City develops long-range transportation planning, active transportation is identified and addressed as a critical part of this Plan. Costs and components for the ATP will be clearly identified and addressed throughout this planning and development process, with awarded Utah Department of Transportation (UDOT) Technical Planning Assistance Funding being directed specifically toward the active transportation portion of the project.

The ATP will address:

- Long-range active transportation goals and objectives, considering options and approaches to encourage and improve the use of active transportation methods throughout the City;
- Identification of current resources, issues, and safety standards, including an outline of current assets and relative conditions of these assets;
- Identification and mapping locations where pedestrians and cyclists frequently use and how these corridors might be improved, connected and/or expanded;
- Sidewalk connectivity gaps in areas of high pedestrian traffic and evaluating the adequacy of sidewalks and walking paths for safe routes to schools;
- Planning for current and future community needs, including connectivity to and from local and regional transportation resources, including the Frontrunner Station and local bus stops, as well as connectivity to area businesses, parks, trails, etc.;
- Intersections, lighting, traffic signals, and the safety of general interactions with vehicular traffic;
- Prospective policies and procedures to improve active transportation options and offerings;
- Identification of prospective and practical timelines and funding sources for implementation; and
- Public outreach and engagement throughout to ensure the development of a robust and useable plan.

Partners in Plan Development

The City intends for the consultant to coordinate meetings and to develop this Plan in partnership with the Utah Department of Transportation (UDOT), Utah Transit Authority (UTA), adjacent municipalities, Davis County, the Trails Foundation for Northern Utah, and other stakeholders.

Proposal Timeline and Delivery

Woods Cross City invites sealed proposals from interested qualified consultants to provide a comprehensive Transportation Master Plan (TMP). Submitted proposals shall contain:

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1. The proposed Scope of Work (SOW) and approach;
2. Experience (past projects), including references;
3. Project team;
4. Schedule;
5. Total proposed fee and hourly rates; and
6. Any other information deemed pertinent.

Proposals must be submitted to Woods Cross City by 3:00 pm MST on Monday, July 1, 2024. Each sealed envelope containing a proposal must be plainly marked on the outside: Woods Cross City Transportation Master Plan Proposal. Each proposal must be submitted in a sealed envelope addressed to:

Woods Cross City Transportation Master Plan
Proposal: Attn: Sam Christiansen Public Works Director
1555 S 800 W
Woods Cross, UT 84087

Schedule of Events (subject to change)	All times are given in local Utah time (MST)
RFP Issued	June 6, 2024
Proposal Due Date and Time	July 1, 2024 – 3 pm
Interviews (tentative)	July 12-16, 2024
Notice of Award (tentative)	July 21-23, 2024
Commence Study	August-September 2024
Max Project Duration	18 Months

Project Budget

Proposals are desired to include a breakdown of costs for each major component of the Transportation Master Plan, including Capital Improvement Plan (CIP), Impact Fee Facilities Plan (IFFP), and Active Transportation Plan (ATP). This TMP update is partiall funded by City and State funds. Regular updates on progress is required to UDOT is required to keep funding in compliance.

Desired Consultant Qualifications

The City expects the selected consultant team to include expertise in transportation planning, knowledge of regional transportation and funding systems, experience with traffic and/or transportation engineering, and public outreach, engagement, and facilitation skills. The selected consultant team will be expected to conduct research and analysis, propose policy and transportation system improvements, assist with public meetings and public input sessions, prepare graphics to demonstrate issues and needs and support the prioritization of recommendations for short- and long-term transportation projects.

City staff, along with the consultant, will help coordinate and facilitate community engagement efforts with stakeholders, including City Council, Planning Commission, Public Works, Parks Staff, Recreation staff, businesses, residents, and Davis School District, in addition to regional partners such as Utah Department of Transportation (UDOT), Utah Transit Authority (UTA), Wasatch Front Regional Council (WFRC) and others. Staff will provide guidance on developing the outreach plan and can assist with

coordinating engagement efforts if necessary.

Prospective consultants are requested to share a description of previous similar work completed within the past five years, with three (3) client references relevant to the scope of services listed herein to be provided with submitted proposals, including names, titles, email addresses, and telephone numbers. Submitted proposals should demonstrate the consultant's ability to control costs, meet schedules and deadlines, and provide quality work based on these projects. Where possible, examples of completed transportation plans should be provided with a description of the process used to develop the documents, along with sharing any unique or special knowledge or experience as it relates to the project.

Respondents to this Request for Proposals are requested to prepare a detailed description of proposed services and how they would approach both the process and the final product of the TMP. The selected consultant will be required to provide the services necessary to manage the process, including a public process to ensure resident involvement and produce the deliverables requested herein.

Qualifications as a UDOT Consultant: A qualified pooled services consultant is required.

Subcontractor Identification

Should the consultant subcontract any work, the consultant shall indicate below the name of each subcontractor that will be used in the performance and completion of the terms of the contract. The consultant shall specify the work to be performed by the subcontractor. Any changes in the subcontractor shall require prior approval from the City.

Standard of Conduct and Indemnification

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary. The City may request the successful firm to immediately remove any employee found unfit to perform duties from this assignment.

The successful firm shall also provide a written document indemnifying the City of all liability of the firm in conducting the work and provide proof of workers' compensation insurance for all employees of the firm as required by law.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Scope of Work/Approach – Conformance with the general scope of work listed in this RFP; approach to the work
2. Experience/References – Firm's experience performing similar work; references; project team qualifications
3. Time/Schedule – Proposed schedule; ability to meet past projects' schedules
4. Cost – Total proposed fee; hourly rates, and not to exceed provisions.
5. The weighted percentages are as follows:

Item	Weighted Percentage
Scope of Work/Approach	40
Experience/References	20

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Time/Schedule	20
Cost	20
Total	100

Miscellaneous

The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technical defect in proposals received when deemed by City staff to be in the City's best interest.

This RFP has been prepared in accordance with Woods Cross City Ordinance 3-15-080.